

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. <b>PR-HQ-01-12901/0002</b>		3. EFFECTIVE DATE <b>08/10/01</b>	4. REQUISITION/PURCHASE REQ. NO. <b>PR-HQ-01-12901</b>	5. PROJECT NO. (If applicable)
6. ISSUED BY <b>Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460</b>		7. ADMINISTERED BY (If other than item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street county, State and ZIP Code)			(✓)	9A. AMENDMENT OF SOLICITATION NO. <b>PR-HQ-01-12901</b>
			✓	9B. DATED (SEE ITEM 11) <b>07/09/01</b>
				10A. MODIFICATION OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE		
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<p><input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended.</p> <p>Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:</p> <p>(a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A			
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14 PURSUANT TO THE AUTHORITY OF FAR 43.103(b).			
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:			
	D. OTHER (Specify type of modification and authority)			
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible)				
<p><b>August 15, 2001 at 3:00 PM EST for submittal of proposals remains unchanged. The following changes are hereby incorporated into the RFP: 1. Clause L.14, Definition of Labor Classifications (EP-52.215-120) Para (b)- For P3 and P4, delete "Base Amount" and insert "Est. Maximum Amount". Para (d)- Delete 2 (i). 2. Clause L.10, Instructions For the Preparation of Technical and Cost or Pricing Proposals (EPAAR 1552.215-73) - Technical proposal submission has been decreased from "Original plus eight copies" to "Original plus three copies". Para 4(1)(f), Insert "P2 technology including technology gaps". Replace Clause M.3, Para 5(b)(1)(a-h) Business Practice with the identical information from Clause L.10 4(1)(a-h) Business Practices.</b></p> <p>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</p>				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED	
(Signature of person authorized to sign)		(Signature of Contracting Officer)		
NSN 7540-01-152-8070 PREVIOUS EDITION UNUSABLE		30-105		STANDARD FORM 30 (REV 10-83) Prescribed by GSA FAR (48 CFR) 52.243

## AMENDMENTS TO THE SOLICITATION

1. The Section L clause entitled "INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING PROPOSALS (EPAAR 1552.215-73) (AUG 1993) DEVIATION" has been modified. The text is as follows:

### **(a) Technical proposal instructions.**

(1) Submit your technical proposal as a separate part of the total proposal package. Omit all cost or pricing details from the technical proposal.

(2) Special technical proposal instructions:

The following number of copies of your technical and cost proposals shall be submitted:

Technical Proposal	-	Original plus three (3) copies
Cost Proposal	-	Original Plus two (2) copies

(1) Submit your technical proposal as a separate part of the total proposal package. Omit all cost or pricing details from the technical proposal.

(2) Special technical proposal instructions:

These instructions are provided for the development of a clear and readable technical proposal. The technical proposal should be regarded as a separate or readily detachable part of the total proposed package. All cost or pricing details must be omitted from this part of the total proposal. Offerors are urged to prepare a technical proposal which is specific and sufficiently detailed to allow a complete evaluation of your method for satisfying the requirements set forth in the Statement of Work. Offerors are limited to 75 pages as the maximum submission, using type size no less than 12 point, single spaced. This page limit excludes staff resumes and resume of company past experience. Each staff resume should not exceed 4 pages in length.

### Technical Proposal Content

Written proposals should consist of seven sections: (1) Technical Approach, (2) Management Approach, (3) Corporate or Organizational Experience, (4) Quality Assurance Plan, (5) Personnel, (6) Past Performance and (7) Small Disadvantaged Business (SDB) Participation. Each of these sections is linked to the corresponding evaluation criterion detailed in the Technical Evaluation Criteria of this RFP.

#### A. General Instructions

Technical proposals shall be prepared using the following

guidance:

1. Length - The maximum length of the technical proposals shall be limited to 75 typewritten pages on 8 1/2 x 11" paper, using no less than 12 point character size and no less than an average of 3/4" all around for margins. Type size limits do not apply to Tables and Figures, provided they are clear and readable. The following items are excluded from the above stated page limitation: Letters of Transmittal, cover page, table-of-contents, and dividers. Resume and Past Performance Questionnaires are excluded from the above stated page limitations. Staff resumes should not exceed 4 pages. Foldout pages are considered as the total number of 8-1/2 by 11 inch pages, even if it does not cover a full typed page. Offerors are strongly urged to be as succinct, clear and concise as possible in writing the proposal and adhering to the recommended page limitation.

2. Organization - Offerors are advised to supply all information in the sequence and format specified below. The Offerors proposal and supporting documentation must provide sufficient basis for a thorough evaluation. It is suggested that proposals be placed in binders with dividers clearly indicating the following sections:

- a. Technical Approach
- b. Management Approach
- c. Corporate or Organizational Experience
- d. Quality Assurance Plan
- e. Personnel
- f. Past Performance
- g. Small Disadvantaged Business (SDB) Participation

3. Charts - Offerors are encouraged to use, whenever appropriate, quantitative and graphical methods to portray facts, wherever possible, through the use of charts, lists, matrices, diagrams, tabulations, etc.

4. Prohibition of Cost Data - All costs or pricing details must be omitted from the technical proposal.

5. Exceptions - Any exceptions or conditional assumptions taken with respect to the requirements of this RFP shall be fully explained. Please note, however, that exceptions or deviations may render your proposal

ineligible for an award without discussions.

B. Required Sections of the Written Proposal

1. Technical Approach: Your technical approach should be specific, detailed, and complete. It should clearly and fully demonstrate that you understand the requirements for the technical problems inherent in the end objectives involved and also present valid and practical solutions for the problems. Stating that you understand and will comply with the Statement of Work, or using phrases such as, Astandard procedures will be employed@ and Awell-known techniques will be used@ will be deemed insufficient. It is recognized that all of the technical factors cannot be detailed in advance, but the technical proposal must express how you propose to comply with the work statement and a full explanation of the techniques and procedures you propose to follow.

The Offeror shall further demonstrate an understanding of the requirements of this RFP by developing approaches that are adequate to resolve tasks envisioned under the scope of work. The Agency requests that you demonstrate your capabilities by answering the sample work assignments that cover 3 main task areas (Business Practices, P2 and the Persistent Bioaccumulative and Toxic (PBT) Chemicals, and the Environmentally Preferable Purchasing (EPP) Program). The three Sample Work Assignments are listed below. Your response must have enough detail to demonstrate your knowledge, experience and ability to perform each designated task. The Offeror=s response to each Sample Work Assignments shall include a technical workplan with enough detail to fit into 3 typewritten pages (3 pages for each Sample Work Assignment) on 8 2 x 11 inch paper and is included in the 75 page proposal limitation.

**Sample Work Assignment #1: Pollution Prevention Metrics**

One of the more difficult issues regarding the use of pollution prevention practices and procedures is measuring results. How does one measure the effects of a prevention practice? EPA has chosen the Toxics Release Inventory (TRI) as the repository of information that will help measure P2 results. EPA also considers the work of State P2 Technical Assistance Programs as the means to effect reductions in TRI releases. The problem is how does one tie the two efforts together? Under this sample work assignment, the contractor shall develop a strategy to identify the direct relationship between the contributions of State P2 technical assistance programs, the P2 programs typically employed there and TRI reductions. EPA needs to determine whether, and to what extent, these State programs address the chemicals and facilities that are subject to TRI reporting, or whether the programs primarily address other sectors, chemicals and other sources.

**Sample Work Assignment #2: Environmentally Preferable Purchasing**

To date, the EPP program has focused on changing purchasing behavior as it relates to cleaners, building materials and other product categories. The program has achieved success, but has yet

to reach it=s full potential.

Under this work assignment, the contractor shall review past EPP accomplishments and develop a targeted marketing strategy for the Environmentally Preferable Purchasing Program to change the purchasing behavior of federal consumers in one of the two product categories listed below:

- electronics
- copier paper

**Sample Work Assignment #3: P2 and the Persistent Bioaccumulative and Toxic (PBT) Chemicals**

Under its PBT Program, EPA has developed National Action Plans for several high priority PBT chemicals, such as: mercury; dioxins/furans; PCBs; hexachlorobenzene (HCB); benzo(a)pyrenes (B(a)P) and similar polycyclic aromatic hydrocarbons (PAHs); octachlorostyrene (OCS); and alkyl-lead. Each of these National Action Plans outlines the sources for these pollutants and maps out a plan to effect reductions in their environmental releases. However, the NAPs stop short of fully integrating these actions across the various plans. Under this sample work assignment, the contractor shall develop a multi-media strategy to integrate key actions that have been identified in the various Agency=s draft PBT National Action Plans using incorporate pollution prevention opportunities, where possible. The approach could be sector or process specific, but must address multiple PBT chemicals that are emitted or released into the environment.

2     Management Approach: the Offeror shall demonstrate the adequacy of its corporate or organizational structure and available resources, especially personnel, to manage and carry out the work to be required under the contract.

(a) Discuss the involvement of your management in the proposed effort and at what level they would participate in the management of the contract. Give the percent time that each level will be committed to the contact assignments.

(b) Describe the experience of your management in resolving problems encountered in similar situations.

(c) Include a chart identifying the portion of your overall organization assigned to the proposed personnel and especially identify the assignments of the key personnel and specifically identify the assignment of the key personnel as described in paragraph d below.

3.     Corporate or Organizational Experience: Provide a resume of company past experience in the field of technical endeavor which would especially qualify your company for this requirement. List all prime contracts and subcontracts in which any performance has occurred of a comparable or related nature and complexity for the US Government, State/local and private industry in the past three (3) years, and furnish the following:

(a) Contracting Agency (Company), address and phone number,

(b) Contract number, title and type of contract.

(c) Date of contract, period and place of performance.

(d) Address and phone number of Contracting

Officer and Technical Officer (Project Officer)

- (e) Turnover percentage of contract per year.
- (f) Size of contract (average number of professional technical personnel by contract year; personnel by contract year per category) and dollar value.
- (g) Brief description of contract work, responsibilities, and products.
- (h) Indicate comparability to proposed efforts (Business Practices, P2 and the PBT Chemicals, and the EPP Program). It is not sufficient simply to state that it is comparable in magnitude and scope. Rationale must be provided to convince the Government that it is indeed comparable.
  - (i) Discuss any major technical problems encountered and how they were overcome.
  - (j) If you propose to use subcontractors who will occupy a major role in this effort, provide as much detail listed above, as available, on these subcontractors.

4. Personnel (Project Personnel Qualifications and Utilization): Your technical proposal must include a description of the project group proposed for accomplishing the objectives of this RFP. Include an organizational chart for the project showing the names of those who will perform tasks under this contract. The Offeror should provide a table which summarizes at least the following information for each level 3 and level 4 staff proposed, including subcontractors: (1) Company, professional level, person's name, education (for example, most advanced degree), years of experience and expected managerial role in contract if any (for example program manager, deputy program manager, task manager); (2) Areas of expertise (for key personnel, the resumes should also describe education, background, recent experience, and scientific or technical accomplishments in the three major task areas (Business Practices, P2 and the PBT Chemicals, and the EPP Program). Remember, staff resumes should not exceed 4 pages); (3) Contracts of other projects in which personnel are involved with their respective termination dates; (4) Availability for each of the first three contract periods, and the percentage of time they are expected to be available to this contract; (5) Percent of professional hours: hours proposed in the cost proposal for the purpose of estimating base period costs, stated as a percent of total hours for the relevant professional level. For example a P-4 staff with 30% availability who represents 5% of P-4 hours in

the cost proposal would be listed here with 30% availability and 5% of proposed P-4 hours. Include a resume for each person shown stating the special qualifications applicable to the performance of this contract.

If consultants, advisors, or subcontractors are to be used, describe these arrangements. In cases where personnel are not presently employed by the company, specific individuals which the company expects to employ should be designated along with a description of their qualifications, training and experience. Offerors should include letters of intent/commitment or other such evidence to indicate that the designated personnel shall accept employment in the event of an award. Where letters of intent are not available or where specific individuals are not identified, the Offeror should provide all available evidence of its ability to obtain such personnel and the specific plans and schedules for doing so. This should include specific past successful instances of acquiring staff in situations such as this solicitation, the total compensation plan, a description of the Offeror's established hiring practices and any sources of talent if personnel are not delineated in the proposal.

Describe the capacity of your organization with respect to current employee equivalent availability. Are employees on which estimates are based currently on your payroll and available for this work? If not, state the number of types of skills of persons who would have to be hired and your plan for obtaining these personnel. Give the percent of time that these key employees will be committed to this contract.

Describe the specific capacity of your organization to address the outlined technical competence of each of the program areas outlined below:

(1) Business Practices:

- (a) Experience in the application of the principles (including, but not limited to, managerial accounting, activity-based accounting, materials-flow management) and practice of Environmental Accounting (EA) in a business setting including but not limited to, environmental managerial systems, quality management, product design or cleaner production.
- (b) Experience concerning on-site pollution prevention opportunity assessments in both a small-firm and a large, complex industrial facility setting, and developing recommended prevention-oriented solutions that have been adopted by the host



facilities with demonstrable results

- (c) Experience in developing and implementing (or helping to implement) demonstrably successful strategies and concrete technical assistance modules used by corporations to promote environmentally-responsible practices by other firms in those corporation's supply chains.
- (d) Current knowledge of and familiarity with the body of literature that relates to "corporate environmental benchmarking," "corporate environmental reporting," and the economic value created that is attributable to corporation's environmentally-responsive policies, procedures, and processes.
- (e) Experience in the development and application of quantitative measures and qualitative indicators of environmentally-responsible corporate behavior (e.g., "sustainability indicators").
- (f) Experience in assessing "P2 technology and technology gaps"--i.e., environmental problems for which there are no economically-feasible prevention-oriented solutions.
- (g) Experience in evaluating the commercial feasibility of innovative, prevention-oriented technologies or products, in light of market demand, availability of competing technologies, patent issues, and regulatory constraints.
- (h) Experience in developing and implementing (or helping to implement) demonstrably successful strategies in business cultural change and vertical communication models used by corporations to promote institutional behavior change within a company and/or its supply chain.

(2)

P2 and the PBT Program:

(a)

Experience and knowledge of each major EPA Program and the statutes around which their programs have been forged.

(b)

Experience and knowledge of cross-media issues of persistent, bioaccumulative and toxic chemicals.

(c)

Experience in collecting and analyzing technical information/data that supports PBT screening and the development of Action Plans for PBT chemicals of concern.

(d)

Experience in conducting targeted outreach campaigns to industrial sectors that are emitting/releasing PBT chemicals.

(e)

Experience in conducting targeted outreach campaigns to sensitive subpopulations that are being exposed to elevated levels of PBTs. This includes, but is not limited to, identifying appropriate audiences and tailoring messages and outreach mechanism to that audience.

(f)

Experience in facilitating technical/scientific discussions in support of PBT efforts.

(3) EPP Program:

(a) Staff experience related to government purchasing programs.

(b) Demonstrated experience in identifying and analyzing product-specific environmental (human health and ecological) impacts (e.g., life cycle assessment).

- (c) Experience in conducting targeted outreach campaigns, including identifying appropriate audiences and tailoring messages and outreach mechanism to the audience.
- (d) Experience in practicing environmentally-preferable purchasing of products and services (e.g. green conference planning, recycling and buying recycled, greening facility operations, etc) for clients and/or internal operations.
- (e) Experience in designing, developing and implementing complex database tools and expert systems.

(4)P2 Program Support for the above three

program areas:

- (a) Experience in analyzing prevention-based metrics
- (b) Experience in conducting program evaluations and assessments
- (c) Experience in creating technical outreach materials to a diverse audience
- (d) Experience with Federal and State permitting, inspections, regulatory/policy development, enforcement, and environmental excellence programs
- (e) Experience in identifying regulatory areas that present pollution prevention opportunities as well as those that act as barriers to additional pollution prevention activities
- (f) Knowledge of the operations of State pollution prevention technical assistance programs
- (g) Knowledge of the role and effectiveness of local government=s contribution to pollution prevention efforts in the US.
- (h) Experience in developing and

maintaining a managements tracking program.

- (i) Experience in linking state technical assistance programs with environmental problems and results.
- (j) Experience in supporting Federal grants administration including support to develop and disseminate grant guidance; staffing telephone lines to respond to applicant questions; and designing and sending outreach information to potential grant applicants.
- (k) Experience in developing a plan to gather and up-to-date information on the State technical assistance programs and their environmental impact.
- (l) Experience in analyzing how the Toxic Release Inventory (TRI) annual emission reductions/increases is impacted by the work EPA supports through grants to the State-based technical assistance providers.
- (m) Experience in developing case studies from State pollution prevention programs.

**(b) Cost or pricing proposal instructions:**

In addition to a hard copy of the information, to expedite review of your proposal, you are requested to submit a computer disk containing the financial data required under 1552.215-73(b) (2) through (b) (7), if this information is available using a commercial spreadsheet program on a personal computer. Please indicate the software program used to create this information. Offerors should include the formulas and factors used in calculating the financial data. Although submission of the computer disk will expedite review, failure to submit the disk will not affect consideration of your proposal.

(1) General - Submit cost or pricing information on Standard Form 1448, Proposal Cover Sheet (Cost or Pricing Data Not Required), prepared in accordance with FAR Table 15-3, Instructions for Submission of Information Other Than Cost or Pricing Data and the following:

- (i) Clearly identify separate cost or pricing information associated with any:
  - (A) Options to extend the term of the contract;
  - (B) Options for the Government to order incremental quantities; and/or
  - (C) Major tasks, if required by the special instructions.
- (ii) If the contract schedule includes a "Fixed Rates for Services" clause, please provide in your cost proposal a schedule duplicating the format in the clause and include your proposed fixed hourly rates per labor category for the base and any optional contract periods.
  - (iii) Submit current financial statements, including a Balance Sheet, Statement of Income (Loss), and Cash Flow for the last two completed fiscal years. Specify resources available to perform the contract without assistance from any outside source. If sufficient resources are not available, indicate in your proposal the amount required and the anticipated source (i.e., bank loans, letter or lines of credit, etc.).

(2) Direct Labor.

- (i) Attach support schedules for each proposed labor category, indicating both proposed hours and rates. All management and support (such as clerical, corporate and day-to-day management) hours and costs proposed to be a direct charge, in accordance with your normal accounting treatment, are to be shown separately from that for the technical effort.
- (ii) Explain the basis of the proposed labor rates, including a complete justification for all judgmental factors used to develop weights applied to your company's category or individual rates that comprise the rates for labor categories specified in the solicitation. This explanation should describe how your technical approach coincides with the proposed costs.
- (iii) Describe for each labor category proposed your company's qualifications and experience requirements. If individual rates are used, provide the employee's name. If specific individuals are identified in the technical proposal, correlate these individuals with the labor categories specified in the solicitation.
- (iv) Provide a matrix summarizing the effort proposed, including the subcontracts, by professional and technical level specified in

the solicitation.

- (v) Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (Percent) and methodology. The methodology shall include the effective date of the base rates and the policy on salary reviews (e.g. anniversary date of employee or salary reviews for all employees on a specific date).
- (vi) State whether any additional direct labor (new hires) will be required during the performance period of this acquisition. If so, state the number required.
- (vii) With respect to educational institutions, include the following information for those professional staff members whose salary is expected to be covered by a stipulated salary support agreement pursuant to OMB Circular A-21.

- (A) Individual's name;

- (B) Annual salary and the period for which the salary is applicable;

- (C) List of other research Projects or proposals for which salaries are allocated, and the proportionate time charged to each; and

- (D) Other duties, such as teaching assignments, administrative assignments, and other institutional activities. Show the proportionate time charged to each. (Show proportionate time charges as a percentage of 100% of time for the entire academic year, exclusive of vacation or sabbatical leave.)

(3) Indirect costs (overhead, general, and administrative expenses).

- (i) If your rates have been recently approved, include a copy of the rate agreement.
- (ii) Submit supporting documentation for rates which have not been approved or audited.

(4) Travel expense.

- (i) If the solicitation specifies the amount of travel costs, this amount is exclusive of any applicable indirect costs and fee.
- (ii) Attach a schedule illustrating how travel was computed. Include a breakdown indicating number

of trips, number of travelers, destination, purpose and cost.

(5) Subcontracts. Identify the subcontractors. State the amount of service estimated to be required and the quoted daily or hourly rate.

(6) Equipment, facilities and special equipment, including tooling.

- (i) If direct charges for use of existing contractor equipment are proposed, provide a description of these items.
- (ii) If equipment purchases are proposed, provide a description of these items, and a justification as to why the Government should furnish the equipment or allow its purchase with contract funds. (Unless specified elsewhere in this solicitation, FAR 45.302-1 requires contractors to furnish all facilities in performance of contracts with certain limited exceptions.)
- (iii) Identify Government-owned property in the possession of the offeror or proposed to be used in the performance of the contract, and the Government agency which has cognizance over the property.
- (iv) Submit proposed rates or use charges for equipment, along with documentation to support those rates.

(7) Other Direct Costs (ODC).

- (i) Attach a schedule detailing how other direct costs were computed. Identify the major ODC items that under your accounting system would be a direct charge on any resulting contract.
- (ii) If the solicitation specifies the amount of other direct costs, this amount is exclusive of any applicable indirect cost and fee.
- (iii) If any of the cost elements identified as part of the specified other direct costs are recovered as an indirect cost, in accordance with the offeror's accounting system, those costs should not be included as a direct cost. Complete explanation of this adjustment and the contractor's practice should be provided.
- (iv) Provide dollars per LOE hour on similar contracts or work assignments.

2. The Section L clause entitled "DEFINITION OF LABOR

CLASSIFICATIONS (EP 52.215-120) (FEB 1985)" has been modified.  
The text is as follows:

Offerors shall use the following labor classifications in preparing their technical and cost proposals.

(a) Definition of labor classifications. The direct labor hours appearing below are for professional and technical labor only. These hours do not include management at a level higher than the project management and clerical support staff at a level lower than technician. If it is your normal practice to charge these types of personnel as a direct cost, your proposal must include them along with an estimate of the directly chargeable man-hours for these personnel. If this type of effort is normally included in your indirect cost allocations, no estimate is required. However, direct charging of indirect costs on any resulting contract will not be allowed. Additionally, the hours below are the workable hours required by the Government and do not include release time (i.e., holiday, vacation, etc.).

(b) Distribution of level of effort. Submit your proposal utilizing the labor categories and distribution of the level of effort specified below:

P1

Period	Est. Maximum Amount
-----	-----
BASE Period	3,000
Option Period I	3,000
Option Period II	3,000
Option Period III	3,000
Option Period IV	3,000

P2

Period	Est. Maximum Amount
-----	-----
BASE Period	21,000
Option Period I	21,000
Option Period II	21,000
Option Period III	21,000
Option Period IV	21,000

P3

Period	Est. Maximum Amount
-----	-----
BASE Period	27,000
Option Period I	27,000
Option Period II	27,000
Option Period III	27,000
Option Period IV	27,000



Period	Est. Maximum Amount
-----	-----
BASE Period	9,000
Option Period I	9,000
Option Period II	9,000
Option Period III	9,000
Option Period IV	9,000

(c) When identifying individuals assigned to the project, specify in which of the above categories the identified individual belongs. If your company proposes an average rate for a company classification, identify the professional or technical level within which each company category falls.

(d) You should also submit Standard Forms 1411 for each of the following:

- 1) A summary proposal for the total contract period
- 2) For each contract period a Proposal for the maximum estimated quantity

#### DEFINITION OF LABOR CLASSIFICATIONS

Offerors shall use the following labor classifications in preparing their technical and cost proposals:

##### PROFESSIONAL

(1) Level 4 - Plans, conducts and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Generally operates with wide latitude for unreviewed action.

Typical Title: Project Leader, Chief Engineer  
 Normal Qualifications: Ph.D. Degree or equivalent; and  
 Experience: 10 years or more

(2) Level 3 - Under general supervision of project leader, plans, conducts and supervises assignments normally involving smaller or less important projects. Estimates and schedules work to meet completion dates. Directs assistance, reviews progress and evaluates results; makes changes in methods, design or equipment where necessary. Operates with same latitude for unreviewed action or decision.

Typical Title: Project Engineer, Group Leader

Normal Qualifications: Masters Degree or equivalent; and  
Experience: 6-12 years

(3) Level 2 - Under supervision of a senior or project leader, carries out assignments associated with projects. Translates technical guidance received from supervisor into usable data applicable to the particular assignment coordinates the activities of juniors or technicians. Work assignments are varied and require some originality and ingenuity.

Typical Title: Engineer, Analyst  
Normal Qualifications: B.S. Degree or equivalent; and  
Experience: 3-8 years

(4) Level 1 - Lowest or entering classification. Works under close supervision of senior or project leader. Gathers and correlates basic data and performs routine analyses. Works on less complicated assignments where little evaluation is required.

Typical Title: Junior, Associate  
Normal Qualifications: B.S. Degree or equivalent; and  
Experience: 0-3 years

#### Experience/Qualifications Substitutions

(1) Any combination of additional years of experience in the proposed field of expertise plus full time college level study in the particular field totaling four (4) years will be an acceptable substitute for a B.S. Degree.

(2) A B.S. Degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling two (2) years will be an acceptable substitute for a Masters Degree.

(3) A B.S. Degree plus any combination of additional years of experience and graduate level study in the proposed field of expertise totaling four (4) years or a Masters Degree plus two (2) years of either additional experience or graduate level study in the proposed field of expertise will be an acceptable substitute for a Ph.D. Degree.

(4) Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis.

3. The Section L clause entitled "EVALUATION QUANTITIES--INDEFINITE DELIVERY CONTRACT (EP 52.216-205) (SEP 1984)" has been modified. The text is as follows:

To evaluate offer for award purposes, the Government will review your proposed costs for the maximum estimated quantities included in the solicitation. The maximum estimated amount is not a representation by the Government that the estimated quantities

will be required or ordered.

4. The Section M clause entitled "EVALUATION FACTORS FOR AWARD (EPAAR 1552.215-71) (AUG 1999)" has been modified. The text is as follows:

(a) The Government will make award to the responsible offeror(s) whose offer conforms to the solicitation and is most advantageous to the Government cost or other factors considered. For this solicitation, all evaluation factors other than cost or price when combined are significantly more important than cost or price.

(b) Evaluation factors and significant subfactors to determine quality of product or service:

Proposals will be evaluated based on the information presented in the written proposals. Such information will demonstrate to the evaluators the Offerors qualifications in regard to the evaluation factors set forth below, which are to be evaluated and weighted as set forth below:

#### Evaluation Factors

1. Technical Approach
2. Management Approach
3. Corporate or Organizational Experience
4. Quality Assurance Plan
5. Personnel
6. Past Performance
7. Small Disadvantaged Business (SDB) Participation

#### 1. Technical Approach (30 points)

The Offeror will be evaluated on how well they demonstrate their understanding of the requirements of the Statement of Work through their ability to plan, organize and accomplish activities as presented in the sample work assignments that cover the 3 main task areas: Business Practices, P2 and the Persistent Bioaccumulative and Toxic (PBT) Chemicals, and the Environmentally Preferable Purchasing (EPP) Program. The proposal will be evaluated on the technical writing, editing, and presentation of complex technical approaches. (See section **L.10 INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST OR PRICING PROPOSALS** for a detailed description of the sample tasks.)

#### 2. Management Plan (5 points)

Offerors will be evaluated on how well they demonstrate their management plan for how the entire program and management structure will be put together and will operate to meet the requirements of the contract. Offerors will be evaluated on their ability to manage the project as evidenced by the adequacy of the detailed management and control plan/procedures proposed for executing this contract.

3. Corporate Experience (5 points)

The Offeror will be evaluated on demonstrated corporate technical experience relevant to the requirements of the Statement of Work (SOW). The Offeror will be evaluated according to their capability and experience as indicated by their completed and current projects related to their experience in tasks of similar type, scope and complexity as those in the SOW. The Offeror will also be evaluated on the extent of their demonstrated corporate management experience in anticipating and resolving potential problems during contract performance and managing complex, multi-tasked contracts of similar type, scope and complexity.

4. Quality Assurance (5 points)

The Offeror will be evaluated on its Quality Assurance Management Plan. Any plan submitted must meet the requirements of ANSI/ASQC E-4.

5. Personnel: Qualifications of Personnel/Staffing Plan  
(40 points total for parts a, b and c)

a. Project Manager (5 points)

The Offeror will be evaluated on its ability to demonstrate that the proposed Project Manager has knowledge, experience and training relevant to managing a contract of this scope and complexity that demands monitoring several projects simultaneously, managing teams of professionals (with diverse skills and expertise) as well as planning and tracking of resource expenditures for each project and potential for involvement in contract performance consistent with the cost proposal, as indicated by the percent of time proposed for cost purposes.

b. Staff Capabilities  
(30 points total for section b. See point breakdown for sections (1) through (4)) below.

The Offeror will be evaluated on its ability to

demonstrate that the proposed staff has knowledge, technical and management experience, training and potential for involvement in contract performance consistent with the cost proposal, as indicated by the percent of time proposed for cost purposes, in the following areas:

(1). Business Practices: (5 points)

- (a) Experience in the application of the principles (including, but not limited to, managerial accounting, activity-based accounting, materials-flow management) and practice of Environmental Accounting (EA) in a business setting including but not limited to, environmental managerial systems, quality management, product design or cleaner production.
- (b) Experience concerning on-site pollution prevention opportunity assessments in both a small-firm and a large, complex industrial facility setting, and developing recommended prevention-oriented solutions that have been adopted by the host facilities with demonstrable results
- (c) Experience in developing and implementing (or helping to implement) demonstrably successful strategies and concrete technical assistance modules used by corporations to promote environmentally-responsible practices by other firms in those corporation's supply chains.
- (d) Current knowledge of and familiarity with the body of literature that relates to "corporate environmental benchmarking," "corporate environmental reporting," and the economic value created that is attributable to corporation's environmentally-responsive policies, procedures, and processes.
- (e) Experience in the development and application of quantitative measures and qualitative indicators of environmentally-responsible

corporate behavior (e.g.,  
"sustainability indicators").

- (f) Experience in assessing "P2 technology and technology gaps"--i.e., environmental problems for which there are no economically-feasible prevention-oriented solutions.
- (g) Experience in evaluating the commercial feasibility of innovative, prevention-oriented technologies or products, in light of market demand, availability of competing technologies, patent issues, and regulatory constraints.
- (h) Experience in developing and implementing (or helping to implement) demonstrably successful strategies in business cultural change and vertical communication models used by corporations to promote institutional behavior change within a company and/or its supply chain.

(2). P2 and the PBT Program:  
(10 points)

- (a). Experience and knowledge of each major EPA Program.
- (b). Experience and knowledge of cross-media issues of persistent, bioaccumulative and toxic chemicals.
- (c). Experience in collecting and analyzing technical information/data that supports PBT screening and the development of Action Plans for PBT chemicals of concern.
- (d). Experience in conducting targeted outreach campaigns to industrial sectors that are emitting/releasing PBT chemicals.
- (e). Experience in conducting targeted outreach campaigns to sensitive subpopulations that are being exposed to elevated levels of PBTs.
- (f). Experience in facilitating technical/scientific discussions in support of PBT efforts.

(3). EPP Program:  
(10 points)

(a). Staff experience related to government purchasing programs.

(b). Experience in identifying and analyzing product-specific environmental (human health and ecological) impacts (e.g., life cycle assessment).

(c). Experience in conducting targeted outreach campaigns, including identifying appropriate audiences and tailoring messages and outreach mechanism to the audience on EPP.

(d). Experience in practicing environmentally-preferable purchasing of products and services (e.g. green conference planning, recycling and buying recycled, greening facility operations, etc) for clients and/or internal operations.

(e). Experience in designing, developing and implementing complex database tools and expert systems.

(4). P2 Program Support for the above three program areas: (5 points)

(a). Experience in analyzing prevention-based metrics

(b). Experience in conducting program evaluations and assessments

(c). Experience in creating technical outreach materials to a diverse audience

(d). Experience with Federal and State permitting, inspections, regulatory/policy development, enforcement, and environmental excellence programs

(e). Experience in identifying regulatory areas that present pollution prevention opportunities as well as those that act as barriers to additional pollution prevention activities

(f). Knowledge of the operations of State pollution prevention technical assistance programs

(g). Knowledge of the role and effectiveness of local government=s contribution to pollution prevention efforts in the US.

(h). Experience in developing and maintaining a managements

tracking program.

(i). Experience in linking state technical assistance programs with environmental problems and results.

(j). Experience in supporting Federal grants administration including support to develop and disseminate grant guidance; staffing telephone lines to respond to applicant questions; and designing and sending outreach information to potential grant applicants.

(k). Experience in developing a plan to gather and up-to-date information on the State technical assistance programs and their environmental impact.

(l). Experience in analyzing how the Toxic Release Inventory (TRI) annual emission reductions/increases is impacted by the work EPA supports through grants to the State-based technical assistance providers.

(m). Experience in developing case studies from State pollution prevention programs.

c. Staffing Plan (5 points)

The Offeror=s ability to provide a team of scientists and technical staff who, as a team, provide the areas of expertise and time availabilities/commitment required by the SOW will be evaluated. The ability to fill gaps in expertise and personnel will also be evaluated.

6. Past Performance

(10 points)

The Offerors past performance will be evaluated based on past performance information presented in their proposals, on information obtained by contacting the Offeror=s supplied references, on information obtained through the National Institutes of Health (NIH) Contractor Performance System (if applicable) and on other information obtained by the Government from other sources. Offerors will be evaluated on the following factors, which are all of equal importance:

- a quality of services/supplies;
- b timeliness of performance;
- c effectiveness of management (including subcontractors);



- d initiative in meeting requirements;
- e response to Technical Direction;
- f Responsiveness to performance problems;
- g Compliance with cost/price estimates;
- h Customer satisfaction
- i Overall performance; and
- j Compliance with subcontracting plan goals for small disadvantaged business concerns, monetary targets for small disadvantaged business participation, and the notifications submitted under FAR 19.1202-4(b).

The Past Performance Questionnaire (attachment 3 to the RFP) will be used to elicit information from a maximum of five (5) previous clients (federal, state, local or commercial clients. Additionally, the Offeror will be evaluated on the relevance of their previous experience to the task areas of the Statement of Work.

Offerors with no past performance history, whose past performance history is clearly not relevant, or for whom past performance data is not available, will not be evaluated favorably or unfavorably on past performance for those reasons (i.e., will receive a neutral rating). If an Offeror does not submit the past performance information required and EPA becomes aware that the Offeror, in fact, has relevant past performance history, the Offeror may be deemed ineligible for award.

7. Small Disadvantaged Business (SDB) Participation (5 points)

Under this factor, the Offeror will be evaluated based on the demonstrated extent of participation of small disadvantaged business (SDB) concerns in the performance of the contract in each of the authorized applicable Standard Industrial Classification (SIC)/North American Industry Classification System (NAICS) Major Groups as determined by the Department of Commerce. The Offeror will be evaluated based on:

- a. The extent to which SDB concerns are specifically identified to participate in the performance of the contract;
- b. The extent of the commitment to use SDB concerns in the performance of the contract (enforceable commitments will be weighed more heavily than unenforceable commitments);
- c. The complexity and variety of the work the SDB concerns are to perform under the contract;
- d. The realism of the proposal to use SDB concerns in the performance of the contract; and
- e. The extent of participation of SDB concerns, at the prime contractor and subcontractor level, in the performance of the contract (in the authorized and applicable SIC/NAICS Major Groups) in terms of dollars and percentages of the total contract value.